

## Welcome to the Home Help Program

The following checklist will guide you through the process of enrolling as a provider for the Home Help program, as well as submitting the provided services through an Electronic Service Verification (ESV):

- ☐ Register for Single Sign-On (SSO) and Community Health Automated Processing System (CHAMPS) and create a UserID and Password
  - See Single Sign-On (SSO) Instructions\* or Single Sign-On Quick Reference Guide\* for step-by-step instructions

[SSO allows a user to enter one name and password in order to access multiple programs;  
CHAMPS is the system that stores your electronic service verification]
- ☐ Complete the online provider application
  - See New Provider Enrollment Instructions\* or New Provider Enrollment Quick Reference Guide\* for step-by-step instructions
  - Completion of the application will initiate a criminal history background check in CHAMPS; you do nothing for this process
- ☐ Notify your beneficiary's Adult Services Worker (ASW) upon completion of application
  - The ASW will schedule a face-to-face meeting with you and your beneficiary
    - *NOTE: The ASW may schedule this meeting before your application is complete.  
If this is the case, still notify the ASW of completion and continue to the next step.*
  - **You *MUST* attend this meeting**
- ☐ Receive letter approving or denying your application
  - To track your application status, see Checking Application Status Instructions\* for step-by-step instructions
- ☐ Log your services in your Electronic Service Verification (ESV) and **submit by the 10<sup>th</sup> of each month for the previous month's services**
  - See Electronic Service Verification (ESV) Instructions\* or Electronic Service Verification (ESV) Quick Reference Guide\* for step-by-step instructions
- ☐ Update any changes to your contact information *within 10 business days of the change.*
  - See Changing Your Address Instructions\* or Changing Your Address Quick Reference Guide\* for step-by-step instructions

\* All step-by-step instructions and quick reference guides can be found at [www.michigan.gov/homehelp](http://www.michigan.gov/homehelp) under the "New Provider" heading.

**If you have any questions, do not hesitate to contact Provider Support:**

**1-800-979-4662**

**ProviderSupport@Michigan.gov**